Adobe Sign Workflow – Check Request


2. Enter your university email address.
3. Authenticate with your NetID and password.
4. Go to the **Use a Workflow** section and scroll down to access the form labeled “AP- Check Request”. Then, click **Start**.

5. **Routing the form:** *(Either Managers or Employees can initiate)*
a. In the **Prepared By** field, enter the email address of the employee who is completing the form.

b. In the **DOA Approval** field, enter the email address of the employee’s manager who will approve.

c. In the **AP Technician** field, enter the email of the technician based on vendors, and individuals Last Name: Tammy Heard(A-L), Angie Trujillo (M-Z)

d. In the **Additional Document** field, attach your supporting document

e. **Click “Send”**. The form will open for you to complete before sending to approver.

7. All parties in the agreement will receive a final, signed copy once it is
approved.